



**Government of Western Australia  
Department of Training  
and Workforce Development**

**ACCESS TO INFORMATION POLICY**

EFFECTIVE: NOVEMBER 2018

VERSION: 4.0

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*All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.*

## **POLICY STATEMENT**

The Department of Training and Workforce Development (Department) is committed to providing access to information in an equitable, cost effective and efficient manner to meet client needs and legislative requirements.

## **SCOPE**

This policy applies to all Department employees and is to be made public via the DTWD website.

## **PRINCIPLES**

Consistent with the strategic goal, to ensure that the Department's services, systems and performance are client centred, of the highest quality and managed in an open, transparent and accountable manner.

## **BACKGROUND**

This policy aims to provide a policy context for the Information Statement required by the *Freedom of Information Act 1992*, and to provide for the provision of publicly available and personal information of the requestor, to individuals and organisations outside of the FOI process and payment schedule.

## **DEFINITIONS AND ACRONYMS**

### **Personal information**

The *Freedom of Information Act 1992* Part 9(1) states;

*personal information* means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead —

- (a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- (b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample;

### **Non personal information**

The *Freedom of Information Regulations 1993* Part 2A, states;

*non-personal information* means information that is not personal about the applicant.

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## **PROCEDURES**

Business areas receiving requests for access to information that is not publicly available must refer all requests to their Director (or above) to ascertain whether the request can be met outside the FOI process. The Director may wish to release the information outside the FOI process or refer the request to the FOI Coordinator. Requests received by the FOI Co-ordinator will be dealt with in accordance with the FOI process. Requests for information regarding training activity data will be referred to the Performance Evaluation and Statistics branch.

Requests received by the FOI Co-ordinator will be dealt with in accordance with the FOI process.

## **RELATED POLICIES AND OTHER RELEVANT INFORMATION**

- *DTWD Vocational Education and Training Data Release Policy (February 2014)*
- *Information Statement*
- *Freedom of Information Process*

## **RELEVANT LEGISLATION**

- *Freedom of Information Act 1992*
- *Freedom of Information Regulations 1993*

## **REVIEW DATE**

November 2019

## **CONTACT INFORMATION**

Information and Communication Technology Branch  
Corporate Directorate